

DRAFT MEETING MINUTES

JUSTIS Executive Council Meeting Date and Time: September 2, 2020 at 2:00 PM
Location: Virtual Meeting via Teams

PRESENT: Naomi Kelly, Ivy Lee, Paul Miyamoto, Michael Yuen, Chesa Boudin, Karen Fletcher, William Scott, Carol Sacco, Katherine Miller, Manohar Raju, Chesa Boudin, Linda Gerull, Jen Lo (Supervisory Yee's office). Maryellen Carroll

OTHER PRESENTERS: Joe Siegel, Henry Bartley

Call to Order

The meeting was called to order at 2:05 PM Roll call performed. A quorum was present. Adoption of Agenda

Linda Gerull reviewed the agenda. There were no comments. Approval of Meeting Minutes

Linda Gerull reviewed the June 24, 2020, JUSTIS Executive Council Meeting minutes. Naomi Kelly entered a motion to approve the meeting minutes that was seconded by Katie Miller. The meeting minutes were approved by the members through a roll call vote. JUSTIS Overview

Henry Bartley reviewed the CMS Decommissioning Update and discussed the 56 completed reports – 35 are in production and 21 are in user testing. Report migration is scheduled to wrap-up on Oct 30. These reports require testing from each Department and thank you for your team's efforts. Henry Bartley discussed the migration of the query transactions to the JUSTIS Hub. There is a total of 90 queries and these are being started by the JUSTIS team as the reports are completed and tested. The project timeline is 6 months. These transactions also require testing by the Departments. Henry Bartley discussed the migration of Level2 queries to the JUSTIS Hub. There are 30 queries, and this work has been started. Project timeline is 6 months. Henry Bartley discussed the use and work by the team on Court Calendars. These are critical to daily operations of the District Attorney, Adult Probation, and the Public Defender. JUSTIS Governance

Linda Gerull discussed the Executive Board draft bylaws. Admin Code is the Charter. Bylaws establish the organization management structure, procedures, and dispute resolution processes. This binding document serves as a governance manual for the organization and is developed by its board of directors. The discussion by Executive members was to clarify the authority of any delegate to include fiscal officer. There was also discussion about adding a non-voting Board set for the City Attorney and this was agreed by all. These changes will be made to the Bylaws for adoption at the next meeting.

Advisory Committee Update

Henry Bartley gave an update of the Advisory Committee activity. From the Architecture and Data Sharing team there was discussion about the data sharing Memorandum of Understanding. The committee finalized data requirements for a new person criminal history report that will need to be developed by the JUSTIS systems team. The Committee is also working with the Sheriff's office to apply for DOJ certification for CLETS sponsorship. The data sharing MOU is needed to complete the application.

Henry also commented that there are Co-Chair vacancies in 3 of the 4 advisory teams and he encouraged the Departments to take on this role.

The Advisory Committee have also provided feedback to the Advisory Charter.

Performance and Strategy committee update came from Joe Siegel who discussed the current KPIs developed by the Committee which consist of the following:

Category 1 – Hold Individuals Accountable Number of Citations, Arrests, Jail Bookings, Charges, Case Resolutions, and Diversions

Category 2 - Measure Recidivism Number of Subsequent Arrests, Arrests for which Charges are Filed, and Convictions

Category 3 – Timeliness of incident/case resolution Average and median length of resolution from arrest to disposition (include markers for all critical events)

Joe Siegel presented strategic considerations during these times of change due to Covid-19, police accountability, criminal justice reform and revenue shortfalls. There was discussion around the Accountability Maturity Model and how the justice departments can move forward on their use of data for adding transparency, lowering risk, simplifying management, and optimizing resource utilization.

Adjournment

The meeting was adjourned at 3:00 PM.